

Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Stage II Vapor Recovery Program

Stage II Form A

Installation/Substantial Modification Certification

A. Stage II System Documentation

1. Stage II System Location (please print):

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Name of facility where the Stage II System is installed

Telephone number

Facility address

City/town

Zip code

2. Stage II System Responsible Official #1 (point of contact for Stage II related correspondence):

Name of Stage II System Responsible Official (please print)

Telephone number

Mailing address

City/town

State

Zip code

3. Stage II System Responsible Official #2 (fill out only if applicable):

Name of Stage II System Responsible Official (please print)

Telephone number

Mailing address

City/town

State

Zip code

4. Source of Authority for each Stage II System Responsible Official (RO), as applicable. **Please check only one box for each RO.**

If a Corporation, an official with authority to bind the Corporation:

	RO #1	RO #2		RO #1	RO #2
President	<input type="checkbox"/>	<input type="checkbox"/>	Vice President	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	<input type="checkbox"/>	<input type="checkbox"/>	Other person who performs a similar policy-		
Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	making or decision-making function of the		
			Corporation	<input type="checkbox"/>	<input type="checkbox"/>

If a Partnership, a general partner

If a Sole Proprietorship, the proprietor

If a municipality/public agency, a principal executive official
or ranking elected official with authority to enter into contracts
on behalf of municipality/public agency.

☐

☐

☐

5. Stage II System Annual Compliance Fee Billing Address (please print):

Name of person to whom annual compliance fee is billed

Telephone Number

Name of company

Federal Employer ID# - FEIN

Facility address

City/town

State

Zip code



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Stage II Vapor Recovery Program

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A. Stage II System Documentation (cont.)

6. Stage II Facility Information:

a. This form is submitted in response to (check one):

☐ The installation of a new Stage II system, where no Stage II system is currently installed.

☐ The substantial modification of a currently installed Stage II system.

b. For an installed Stage II system that has been substantially modified:

Is any of the Stage II system documentation submitted in
A.1 – 5 of this form revised from the most recent Stage II
system documentation submitted to DEP for this facility?

☐ Yes

☐ No

c. Stage II system Executive Order # of newly
installed/substantially modified Stage II system: _____

d. Fuel dispensed to: ☐ private fleet only ☐ general public

e. Anticipated amount of gasoline dispensed annually (in gallons):

☐ Less than 120,000

☐ 120,000 to 240,000

☐ 240,001 to 500,000

☐ 500,001 to 1,000,000

☐ 1,000,000 to 2,000,000

☐ Greater than 2,000,000

Section B is to
be completed by
the Compliance
Testing
Company only.

B. Compliance Testing Company Certification

1. _____
Name of Compliance Testing Company (please print)

2. DEP Stage II Compliance Testing Company ID #: _____

3. Installed Stage II System Executive Order #: _____

4. Are you in compliance with the requirements to confirm, prior to performing required compliance tests, that all above ground Stage II system components are installed and are the correct components in accordance with the system's currently applicable Executive Order?

☐ Yes

☐ No

5. How many gasoline storage tanks are associated with this Stage II system?

☐ One (*if one, skip to Question 6.*)

☐ Two or more (*if two or more, please answer the following question*)

For Stage II Systems associated with two or more gasoline storage tanks, are you in compliance with the requirements to confirm, prior to performing required compliance tests, that the gasoline storage tanks are properly manifolded in accordance with the system's currently applicable Executive Order?

☐ Yes

☐ No

6. Are you in compliance with the requirements to perform each applicable compliance test in accordance with the referenced test procedure?

☐ Yes

☐ No



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B. Compliance Testing Company Certification (cont.)

7. Date each required installation compliance test was performed and passed:

- | | |
|---|-------|
| a. Pressure Decay test | _____ |
| b. Vapor Tie test | _____ |
| c. P/V Relief Vent test | _____ |
| d. Dynamic Back Pressure/Liquid Blockage test | _____ |
| e. Air/Liquid Volume Ratio Test | _____ |
| f. Healy Fillneck Pressure test | _____ |
| g. Healy Vapor Return Line test | _____ |

I certify that, (a) I have personally examined the foregoing and am familiar with the information contained in Section B. and all attachments that pertain to Section B., and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; and (b) I am fully authorized to make this attestation on behalf of this Stage II Compliance Testing Company.

Printed name of Compliance Testing Co. Responsible
Official

Signature of Compliance Testing Co.
Responsible Official

Date

Section D is to
be completed by
Stage II System
Responsible
Official(s) only.

C. Stage II Facility Compliance Certification

1. Are you in compliance with the requirements to correctly install or substantially modify the Stage II system in accordance with the terms and conditions of system's currently applicable Executive Order?

☐ Yes

☐ No

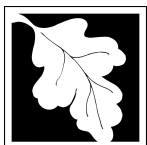
Stage II System Responsible Official attesting to compliance status: ☐ #1 ☐ #2

2. Are you in compliance with the requirements to train the person(s) or employee(s) performing required weekly visual inspections of the Stage II system to operate and maintain the Stage II system in accordance with the terms and conditions of the system's currently applicable Executive Order?

☐ Yes

☐ No

Stage II System Responsible Official attesting to compliance status: ☐ #1 ☐ #2



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C. Stage II Facility Compliance Certification (cont.)

3. Are you in compliance with the requirements to ensure on-site inspector training and system maintenance records are correctly maintained?

☐ Yes

☐ No

Stage II System Responsible Official attesting to compliance status: ☐ #1 ☐ #2

4. Are you in compliance with the requirements to perform and pass all required installation compliance tests before the new or substantially modified Stage II system commences operation?

☐ Yes

☐ No

Stage II System Responsible Official attesting to compliance status: ☐ #1 ☐ #2

5. Are you in compliance with the requirements to perform and pass all required installation compliance tests no more than 30 days before the date postmarked on the envelope used to submit this certification to DEP?

☐ Yes

☐ No

Stage II System Responsible Official attesting to compliance status: ☐ #1 ☐ #2

I certify that, where I have indicated that I am the Stage II System Responsible Official, (a) I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; (b) systems¹ to maintain compliance are in place at the facility and will be maintained for the coming year even if the processes or operating procedures are changed over the course of the year; and, (c) I am fully authorized to make this attestation on behalf of the facility.

Printed name of Stage II System Responsible Official #1

Signature of Stage II System Responsible

Date

Printed name of Stage II System Responsible Official #2

Signature of Stage II System Responsible

Date

IMPORTANT REMINDER FOR PERSONS INSTALLING OR SUBSTANTIALLY MODIFYING A VACUUM ASSIST STAGE II SYSTEM

To ensure correct operation of newly installed or substantially modified vacuum assist systems, DEP requires a fully completed Stage II Form B Vacuum Assist System 120-Day In-use Compliance Certification, to be submitted to the Department between 90 - 120 days after the date postmarked on the envelope used to submit this Form A if applicable to a vacuum assist system.

¹ For purposes of this statement, "systems to maintain compliance" means procedures that the Stage II facility owner and/or operator has established to ensure that weekly visual inspections and required tests are conducted, that broken or defective components are repaired, replaced or isolated and that required records are maintained.

Stage II Vapor Recovery Program Instructions for Completing Form A

Stage II Form A Installation/Substantial Modification Certification

These instructions have been designed to assist those who own and/or manage Stage II systems in completing forms required by the Department of Environmental Protection (DEP). Please refer to the full text of the Stage II Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(6), Dispensing of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations. To ensure that you are using the most current version of the Stage II forms and instructions, please call the Stage II Hotline (617/556-1035), or check the Stage II web page:

<http://mass.gov/dep/bwp/daqc/daqcpubs.htm#stageii>

When Is Form A Used? Form A is used to notify DEP that a new Stage II system has been installed, or an existing Stage II system has been substantially modified, in accordance with program requirements and that required installation compliance tests have been performed and passed.

- A Stage II system is “**substantially modified**” when one or more parts of an existing Stage II system, are repaired or replaced (excluding routine maintenance), or when the gasoline distribution system (the fuel lines from the storage tank to the dispenser) is repaired, replaced or reconditioned. “Routine maintenance” for each system is identified in its Executive Order and manufacturer guidance documents.
- An “**Executive Order**” is a Stage II system-specific reference document, issued by the California Air Resources Board (CARB), and adopted by DEP, describing correct system installation, operation and maintenance. CARB issues each Stage II system a separate Executive Order with a unique Executive Order number (for example, G - 70 - 52 - AM). Your Stage II system’s Executive Order number is key to obtaining accurate system and program guidance. Your system’s Executive Order number may be obtained from your Stage II installation contractor, compliance testing company or the DEP Stage II Hotline.

When is Form A Submitted to DEP? A Form A must be submitted to DEP before the new or substantially modified Stage II system commences operation.

- A Stage II system has “**commenced operation**” when it starts dispensing gasoline to end-users.

Who Must Sign Form A? To ensure the entire Stage II system is installed, operated, and maintained in accordance with program requirements all questions contained in Section D (Stage II Facility Compliance Certification) must be completed by the person responsible for ensuring compliance for that aspect of Stage II program requirements. If only one person is responsible for all aspects of Stage II program requirements, then that person should fully answer all questions contained in Section D and sign Form A as Stage II System Responsible Official #1. If two people are responsible for different aspects of the Stage II program requirements, then each person must answer those questions contained in Section D for which he/she is responsible, and sign Form A as Stage II System Responsible Official # 1 or Stage II System Responsible Official #2, as identified in Section A. 2 and 3.

The Responsible Official must review all information about Stage II system compliance activities required by Form A (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. If more than one person has been designated as a Responsible Official for a Stage II System, then each person needs to review the information appropriate to the question he or she is answering. The Responsible Official(s) can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities. Stage II System Responsible Official #1 is the point of contact for Stage II-related communication with the Department.

Who is Eligible to be the Stage II System Responsible Official? A person who serves as a Stage II System Responsible Official must have authority to bind the business and must either own, operate, lease, or control the Stage II system. The Responsible Official must be:

- In a sole proprietorship, the company’s sole proprietor.

- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.

Please note: Within a corporation or a municipality or other public agency, the Stage II System Responsible Official must have the authority to bind the organization with respect to Stage II systems for which he or she has been designated as “Stage II System Responsible Official”. For example, in a large corporation, a district manager may be designated to serve as the Responsible Official for one or several Stage II Systems, as long as the designee has obtained the needed authority from the corporation.

What Must the Stage II System Responsible Official Attest To? By signing Form A, the Stage II System Responsible Official attests that, for each aspect of Stage II program compliance for which he or she is responsible:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information to which the responsible official is attesting, the information is true, accurate and complete;
- systems to maintain compliance are in place at the facility;

Please Note: For purposes of this statement, “systems to maintain compliance” means procedures that the Stage II facility owner and/or operator has established to ensure that weekly visual inspections and required tests are conducted, that broken or defective components are repaired, replaced or isolated and that required records are maintained.

- he or she is authorized to attest on behalf of the facility; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

How Should Form A be Submitted? Form A, with original signature(s), must be mailed via the US Postal Service to:

Department of Environmental Protection
Bureau of Waste Prevention – Stage II Program
One Winter Street, 8th Floor
Boston, MA 02108

Please note: faxes, other copies and hand-delivered forms will not be accepted.

Directions for Completing Form A

Section A. Stage II System Documentation

1. Stage II System Location.
Enter the name and address of the facility where the Stage II system is installed.
2. Stage II System Responsible Official(s).
In instances where a Stage II facility is owned by one party and leased or managed by another independent party, and each party has separate Stage II compliance responsibilities, a Stage II System Responsible Official may be identified for each party (i.e., Responsible Official #1 and #2). Section A. 2. and 3. provide space to identify both Stage II System Responsible Officials, as applicable.
 - Stage II System Responsible Official #1.
Enter the name and address of the person who is the facility’s Stage II System Responsible Official #1.

Please Note: When deciding who will be Stage II System Responsible Official #1, please be aware that for purposes of program implementation, the DEP will use Stage II System Responsible Official #1 as the point of contact for Stage II related correspondence. For example, the Department will mail annual compliance certification forms to the person identified as Stage II System Responsible Official #1.

- Stage II System Responsible Official #2 (optional).

Enter the name and address of the person who is the facility's Stage II System Responsible Official #2 or leave blank as appropriate.

Please Note: If only one person is responsible for all aspects of Stage II program compliance and is identified at Stage II System Responsible Official #1, leave this section blank.

3. Source of Authority for each Stage II System Responsible Official, as applicable.
Check **one** box indicating the source of authority for each Stage II System Responsible Official, as applicable.
4. Stage II Annual Compliance Fee Billing Address.
Enter the name and address of the company to whom DEP's Stage II Annual Compliance Fee invoice is billed.
5. Answer each question regarding the Stage II facility.

Section B. Compliance Testing Company Certification

This Section must be completed by the Stage II compliance testing company and requires a certification signed by a Compliance Testing Company Responsible Official. The Compliance Testing Company Responsible Official is responsible for attesting only that the elements of Section B and related attachments are complete and accurate.

Please Note: The Stage II System Responsible Official must ensure that all elements of Section B are fully completed before submitting Form A to DEP.

Section C. Stage II System Compliance Certification

This section must be fully completed by the Stage II System Responsible Official.

- Check the appropriate answer to each question.
- Sign and date the form in the appropriate place.

Please Note: For a facility where the existing Stage II system has been substantially modified, if the Stage II System Responsible Official on record in the Department's Stage II Database has changed, the **new** Stage II System Responsible Official must sign this certification.

If you have questions or need more information, please call DEP's Stage II Hotline (617/556-1035). The Hotline can provide:

- Stage II facility documentation on record in the DEP Stage II database.
- Help with finding your Stage II System's Executive Order number.
- A copy of your Stage II System's Executive Order.
- Blank forms.
- DEP fact sheets, inspection checklists and compliance assistance materials.

Blank form and instructions, and program regulations are also available at DEP's Stage II web page <http://mass.gov/dep/bwp/daqc/daqcpubs.htm#stageii> Additional compliance assistance materials, fact sheets, inspection check lists, etc. will be posted there as they are developed.

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